



## Application Fact Sheet

### **Program Overview**

The [Texas Regional Broadband Program \(TRBP\)](#) is administered by the Texas Association of Regional Councils (TARC) in partnership with the Texas Broadband Development Office (BDO). This initiative supports the development of regional broadband capacity and digital opportunity planning efforts across Texas. Through the program, each participating Council of Governments (COG) will serve as a regional coordinator, leading outreach, data collection and strategy development to expand broadband access and digital inclusion across their region in collaboration with a consultant serving as the subject matter expert (SME).

While the TRBP emphasizes regional planning and capacity building, COGs that have already completed broadband planning efforts may tailor their participation to advance digital capacity and literacy initiatives within their regions. These activities may include supporting community efforts to expand digital literacy programs, enhance broadband data and mapping, strengthen local coordination among stakeholders, project facilitation, enhancing data readiness and strengthening digital literacy initiatives consistent with BDO guidance.

The COG [Application of Interest](#) collects essential information to establish readiness, confirm capacity and document regional broadband priorities. Submissions will inform resource allocation, onboarding and compliance preparation for the program's launch in February 2026.

### **COG Deliverables**

Each participating COG will be responsible for the following core deliverables under the TRBP:

1. **Regional Coordination & Engagement**
  - Convene key stakeholders from local governments, ISP's, education, healthcare, and community organizations.
  - Maintain ongoing engagement and report progress to TARC.
2. **Regional Digital Opportunity Plan**
  - Develop a three-year plan using the TRBP Plan Template, Checklist and Logic Model.
  - Conduct regional needs assessments and set measurable broadband inclusion goals.
3. **Reporting & Compliance**
  - Track expenditures, activities and progress monthly.
  - Support quarterly financial and programmatic reporting (COG → TARC; TARC → BDO).
  - Complete the Risk Assessment Questionnaire and participate in KPMG monitoring reviews.
4. **Program Management & Fiscal Accountability**
  - Manage funds according to state grant standards.
  - Maintain supporting documentation for all expenses (invoices, receipts, general ledgers, personnel level of effort).
  - Submit Annual Comprehensive Financial Report (ACFR) and Indirect Cost Rate Agreement (ICRA) or Indirect Cost Certification (ICC) on an annual basis for the 3-year program term.
5. **Capacity Building & Implementation Support**
  - Designate a Regional Digital Access Specialist or program staff lead.
  - Participate in required webinars, trainings and coordination meetings hosted by TARC and BDO.
6. **Implementation-Ready COG Activities**
  - COGs that have already completed significant regional broadband planning efforts may advance directly into implementation activities.
  - These activities may include coordinating with communities and local partners on broadband data collection and mapping, supporting digital literacy and training programs, facilitating community outreach and assisting with the implementation of goals based on the existing objectives and strategies outlined in the plan.
  - Implementation deliverables must remain measurable, documented and tied to regional broadband outcomes.

## **How to Apply**

To denote your COG's interest in participating in the program, TARC has worked with the BDO and a workgroup of your peers to develop an application process. Application submission includes completion of the [Application of Interest Form](#) (linked below) and sending the required supporting documents to TARC via email. When complete, this will make up your region's Application of Interest Packet. This information provides essential context about your planning readiness, partnerships and staffing approach.

**Click the link below to submit your COG's Application of Interest:**

[TRBP - COG Application of Interest Form](#)

## **Required Supporting Documentation**

**Prior to submission of the [Application of Interest Form](#), please email the following to [alexg@txregionalcouncil.org](mailto:alexg@txregionalcouncil.org):**

- Most recent Annual Comprehensive Financial Report (ACFR)
- Indirect Cost Rate Agreement (ICRA) or Indirect Cost Certification (ICC)
- Any existing regional broadband or digital inclusion plans (if available)

## **Application Deadline:**

**January 16, 2026, 5:00 PM Local Time**

## **Program Timeline (Tentative)**

<b>Milestone</b>	<b>Timeframe</b>
Application of Interest Release to COGs	December 3, 2025
COG Application Webinar #1	December 11, 2025 at 1PM CST
Office Hours #1	December 16, 2025 at 10AM CST
COG Application Webinar #2	December 19, 2025 at 10 AM CST
COG Office Hours #2	January 6, 2026 at 3PM CST
COG Application Submission Deadline	January 16, 2026 at 5PM CST
COG Office Hours #3	January 26, 2026 at 10AM CST
COG Kickoff Meeting (BDO/TARC)	February 3, 2026

## **Program Support:**

BDO and TARC will host orientation webinars and office hours before onboarding to review application materials, address questions and prepare COG's for participation. Links available at <https://txregionalcouncil.org/regional-programs/trbp/>.

## **Primary Contact:**

For questions or technical assistance, please contact

**Alex D. Guerrero**

Director of Regional Initiatives, TARC

[alexg@txregionalcouncil.org](mailto:alexg@txregionalcouncil.org) | (512) 478-4715

[www.txregionalcouncil.org](http://www.txregionalcouncil.org)

For information and resources, visit [txregionalcouncil.org/regional-programs/trbp](https://txregionalcouncil.org/regional-programs/trbp).